

Administrative Policy 3-10 Workplace Wellness Policy

SUBJECT: Workplace Wellness Policy

DATE: March 1, 2022

PURPOSE: To help improve the health and wellness of our employees, and members of the community, by providing and promoting health and wellness education, incentives, healthy food options, and physical activity opportunities.

BACKGROUND: The City of Lawton cares about the health and well-being of our employees and strives to create an environment that supports and encourages healthy living. We acknowledge that people who are inactive, overweight, or obese have a higher risk for many serious health conditions, including diabetes, heart disease, stroke, certain types of cancer, and premature death.

POLICY: The City of Lawton recognizes that we can improve the health and wellness of our employees and members of the community by providing and promoting health and wellness education, healthy food options and physical activity opportunities.

Therefore, we commit to creating a workplace environment that is conducive to eating healthy and being physically active by doing the following:

- Providing support for our Health and Wellness Committee as needed for the implementation of the wellness policy
- Making healthy choices easier by providing more access to healthy food and beverage options and opportunities for physical activity
- Promoting these healthy options through appropriate communication resources, such as pamphlets, brochures, posters, newsletters, social media, and meetings
- Expanding wellness programs to be available to family members of employees
- Conducting ongoing evaluations of wellness policies and programs
- Hosting employee health events, such as health fairs and co-sponsoring community health events such as races, Lawton Farmer's Market, and/or festivals

NUTRITION

The City of Lawton commits to making healthy food options available and easily accessible when food and/or drinks is provided by the City of Lawton.

Nutrition Standards for Vending and/or Employee Meetings and/or Events

- Beverage options containing no more than 40 calories per serving
- Food options containing no more than 480 mg of sodium per serving
- Food options containing 0 grams of trans fat per serving
- Snack options containing no more than 230 mg of sodium per service (excluding refrigerated meals)

Additional Considerations when Selecting Vendors to Sell, Offer and/or Cater Food and Beverages at Events

- Look for and vendors that do the following:
 - Offer foods that align with the food and beverage provisions of this policy
 - Use healthier cooking techniques, such as steaming, baking, roasting, and grilling
 - Offer a variety of dishes in which vegetables or fruits are the main ingredient
 - Serve condiments and dressings on the side
 - Serve foods that are appropriate for the audience and event
 - Comply with Oklahoma's Food Service Establishment and Temporary Establishment Requirements

The City of Lawton Commits to Promoting Good Nutrition and Healthy Eating Habits Through These Activities and Services

- Promoting healthy options through appropriate communication channels (pamphlets, brochures, etc.)
- Setting nutrition standards for meetings and/or events
- Promoting the purchase of healthy foods and beverages through practices such as posting flyers
- Seek input from employees to customize food beverages sold and offered in the workplace, if applicable
- Using individual and team competitions or challenges to support employees to make healthier decisions (fruit and vegetable challenge, hydration challenge, etc.)
- Ensuring access to a private space that has an electrical outlet and providing flexible break times to allow mothers to express breast milk
- Providing nutrition education through activities, such as seminars, workshops, classes, meetings and/or newsletters
- Encouraging employees to bring healthy foods to special occasions like birthdays and retirement parties or celebrating with non-food items

**The City of Lawton Commits to Making Physical Activity Opportunities Available and Accessible
by Doing the Following**

- Providing information about local resources and facilities such as walking trails, etc.
- Promoting stairwell use
- Using posters, pamphlets, and/or other forms of communication to promote physical activity
- Using individual and team competitions or challenges to support employees to make healthier decisions (steps challenge, exercise minutes challenge, etc)

REFERENCES: None

EFFECTIVE DATE: March 1, 2022

RESPONSIBLE DEPARTMENT: Human Resources



Michael Cleghorn, City Manager